

A Model of Preservation in Managing Old Collection at the Library of Kolese St. Ignatius Yogyakarta, Indonesia

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Abstract

This paper is aimed at finding out a preservation model in managing old collection at the library of Kolese St. Ignatius Yogyakarta. It is believed that the model has become important in the way to approach the old collection. Besides, the library is regarded as one of the oldest in Yogyakarta that has been established in 1972. This means that it has a lot of old collection which need preservation and conservation. Object of this research is activities of preservation and its subject is the staffs who are responsible for the preservation. The research uses a qualitative method. The result shows that the model of preservation is based on three approaches: namely preventive, curative, and restorative. Those approaches have been used and implemented systematically and regularly.

Keywords: *Preservation Model, Preservation Management, Library of Kolese St. Ignatius Yogyakarta*

Introduction

Library in a conventional way is a collection of books or physical building where books collected, arranged through certain system for the interests of users (Septiyantono, 2007). According to law no. 43 year 2007 on libraries, a library is an institution responsible for managing a collection of written works, printed works, and/or recorded works in a professional way through standard system, and recreation for library users. A library is built following the need of society because it is one of the information sources for them.

The existence of libraries has been always reflected the condition of society in its surroundings. a library has a variety of functions, from education to culture, including collection preservation. This preservation is one of the important functions of the library other than collection development, cataloguing, and services. The existence of libraries is to maintain the completeness of library materials as an information source for society.

The preservation of library materials constitutes as one of the important components of libraries due to caring for the collection of libraries. The information preservation is believed to be able to increase the level of library information services. The preservation can be understood in the frame of UNESCO principles on Instruction to Conservation that explains through term "conservation" that means as a preventive action in order to protect the object of culture through environmental control and protection from damaging factors and mishandling. Meanwhile, preservation is meant as direct treatment toward objects of collection, library materials, in order that those can be protected from different factors, such as humidity, chemistry, insect, microorganism, etc.

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The library of Kolese St. Ignatius Yogyakarta is one of the libraries that maintain collection containing information, in which most of its collection is old and rare. This library preserves various different functions, such as educational and cultural. One of this functions help empowering the preservation of collection of a variety of creations of human culture, both books and archipelago old manuscripts. Even though, this library has Christian background, there are a lot of general collection and even collection on Islam preserved since its establishment in 1923. Therefore, it has considerable collections that must be strictly controlled through preservation activities. At this point, a model of preservation in managing old collection becomes important.

Method

This research uses a qualitative method which is based on post positivist philosophy. This method is used to investigate natural object, where the researcher acts as a key instrument that emphasizes the interpretation of object (Sugiyono, 2015). This method concerns on the subject and object. According to Suharsimi Arikunto (2013), subject of research is a thing, object, or man where data for variable of research are attached and problematized. The subject of this research consists of the head of the library of Kolese St. Ignatius Yogyakarta and several staffs who are responsible for the department of the library preservation. According to Suharsimi Arikunto (2013), object of research is a variable which is a thing as a core for the research problematization. The object of this research is a model of preservation at this library including activities of managing old collection, namely: preventive, curative, and restorative.

Besides, data collection uses three techniques, namely interview, documentation, and observation. Interview is a meeting between two or more people in order to exchange information and ideas through questions and answers, so that a meaning or signification can be constructed in a certain topic (Sugiyono, 2015). This research employs interview with a semi-structure which is more flexible in its implementation comparing to interview with structure (Sugiyono, 2015). This interview was conducted in two phases, namely: first to the head of the library and second to the staffs of the library of Kolese St. Ignatius Yogyakarta. Documentation is used to acquire additional information on history and structure of the library of Kolese St. Ignatius Yogyakarta. Observation is used to get a picture of the object researched through direct knowledge and functions as a supporting technique. This technique gives researcher a clear picture about the library from the appearance of surface. Another important method is data analysis which is according Denzin (1994), data can be analysed through three phases based on Miles and Huberman. This research follows this way, namely data reduction, data display, and conclusion/ verification.

Conceptual Apparatus

This research uses several concepts as a theoretical framework in order to understand and interpret the phenomena of the research. The concepts are going to be presented as follow.

Management

Management according to Kamus Bahasa Indonesia (2006) is meant as a use of resources effectively to achieve objective. Lasa Hs. (2009) in his book Kamus Kepustakawanan Indonesia explained that management is a process of planning, organizing, directing, and controlling members' activities of certain institution and/or organization and uses of organizational resources in order to achieve the purposes of the institution. Both definitions explain a keyword that is the use of organizational resources to achieve an objective. The concept of management can be concluded as activities conducted in order to achieve the purposes of organization, whether using resources effectively or through directing and controlling in organization.

Preservation

Preservation of library materials is an activity done in order that the library materials are not quickly damaged and able to be used in a relatively long. As a result, the library does not need to buy collection which is the same in a short time. According to Martoatmojo (2010), the preservation of library materials has several purposes are, amongst them, to save the values of information of the library material; to save the physical aspect of document; to overcome the barriers of limited number of room for library; to accelerate the process

of acquisition of information. In general, it seems that the damage of collection is caused by internal and external factors.

Internal factor is the damage of collection from the collection. Library materials made from paper must be paid attention about its quality in classifying their kind of treatment in preservation. This is because the paper materials that still contain acid and lignin compounds which can accelerate the process of weathering and alteration on the paper. Paper with low quality usually contains a lot of acid and lignin compounds. Good quality of paper is that if the paper is free from the effect of acid and lignin compounds. Meanwhile, external factor can be seen from three forms. First is the physics associated with the temperature, humidity, and light. Second is the biology which constitutes fungus, insects, rodents, etc. Third is other form of factor that includes, such as disaster and human (Made, 2013).

There are several ways done by a library in order to protect collection from damage. The way can be seen in three parts, namely preventive, curative, and restorative. Preventive according to Martoatmojo (2010) is the activities that have been done since the collection belongs to the library. Therefore, according to him, those activities are deserved to regard as better than waiting other ways of the preservation including curative and restorative. There are various different approaches to prevent the damage of library materials from physical factor. The light for instance is used when it is needed. Also, the use of fabric curtains needs to be considered associated to the hot sunlight entering the room. The position of the books should not be too close to the window to avoid ultraviolet radiation. Meanwhile, aspects of air and dust can be considered through the clean of the library room, book storage in protector boxes, the use of air conditioner (AC), and cleaning air through air cleaner. In addition, temperature and humidity can be handled by avoiding humidity sources. Also, the temperature should be arranged to between 20-24°C or humidity between 45-60% RH. The use of air conditioner should be used in 24 hours/day and 7 day/week. The condition of room should also be maintained through good ventilation, installation of blower or dehumidifier, the use of silica gel, etc. In order to monitor the temperature and humidity, there are used a variety of tools, such as thermohygrometer, psychoeter, dan thermohygrogaph. Besides, library materials also need to be stored in filing cabinets and the like (Made, 2013; Martoatmodjo, 2010).

In terms of biological factor, there are several points that should be paid attention. Place for restoring library materials must be clean and dry as well as controlled periodically. Also, air humidity should be decreased and the holes that enable insects to enter must be prevented. Besides, the other factor can be seen from two elements, human and nature. In referred to human element, there are several things that need to be considered. One of them is training how to handle and treat library materials in a good way. It is also important to consider about the security, arrangement, equipment, and environment when they are exhibited. Food and drink should not be brought into reading rooms so that the rooms always remain clean. The understanding and the awareness of users should be improved. Furthermore, the natural factor pays attention for all equipments concerning on their capabilities to be fireproof and fire resistant should be always available. Banning smoking in the library should be made of signs, the use of electrical equipment must be carefully (Martoatmodjo, 2010).

Another kind of preservation is the curative approach. This can be understood as activities that are particularly maintaining library materials which begin to damage. The curative treatment is used to make collection to be long-life in physical forms. The curative preservation can be seen from several activities, such as fumigation, de-acidification, and lamination. Fumigation is one of the collection preservations through fumigation of collection so that mushrooms cannot grow up, the insects be dying as well as other living creatures. De-acidification is a preservation of library materials through stopping the process of acidification occurring at paper. Meanwhile, lamination is the process of preserving library materials which are coated with a special paper or a plastic (Martoatmodjo, 2010). As for the restorative, it means an activity done in order to improve damaged collection through several ways, such as patching and bleaching the paper, the replacement of damaged pages, and tightening the thread binding.

Management of Preservation

In referred to above conceptual frame, the management of preservation can be concluded as an effort to organize and manage all forms of preservation and conservation of library materials due to the optimization of function of collection. Also, they can be used for a long time. Based on the above mentioned, there are three parts of preservation including preventive, curative, and restorative. Preventive management is conducted through planning in the beginning of the year. The planning is usually made in one year. From this planning, preventive activities start to be organized by which librarians are given a direction and other related parties. Meanwhile, curative management is similar to the previous one because it is also done a planning for curative action which is conducted in the beginning of the year. At this point, organizing, directing, and controlling are conducted for implementing the curative activities. Restorative management is similar to both mentioned management, but different in their implementation. The restorative management is the planning of actions for restoring damaged elements of the collection. If the preservation of preventive and curative is done well, then the restorative activity frequencies will decrease because its core activities are on the damaged collection. Planning, organizing, and controlling as well as evaluating the phenomena of the level of damaged library material will provide systematic and strategic ways of acting in the preservation.

Model of Preservation

According KBBI (2006), model is a pattern including example, referent, style, etc. or it is referred to a person that is used as an example for something. According Oxford Advanced Learners' Dictionary, it is a representation of something; it is a simple description of a system used for explaining, calculating something, etc. or it is a person or thing regarded as an excellent example to copy. Both definitions can be concluded that a model can be a representation, an excellent example, a system, a pattern, etc. that can be used as an approach to understand a certain model that is applied by a certain institution or library in their activities to achieve their goals.

Discussion

A Glance of Library

The library of St. Ignatius of Yogyakarta which is commonly abbreviated with the Library of Kolsani. It is the library of the monastery, a friar and brother of the society of Jesus, studying Theology. The library is one of library the private non-university in the Province of D. i. Yogyakarta that is located at Jl. Abu Bakr Ali No. 1, Kotabaru, Gondokusuman, Yogyakarta, D. I. Yogyakarta. The position is located at the edge of the road, on the east side of the Toko Puskat.

This library consists of three floors, i.e. ground floor, first floor and second floor. Floor one is used to perform the process activities that exist in library services, circulation, administration, and preservation of the collection. This floor covers a reading room and place of storage of the reference collection. The ground floor is used for storage of the collection. This library implements a system of close access to the material collection of non-reference, while on the second floor there is the office of the head of the library and room to spare to store library materials if the existing space on the ground floor is already full.

The building which is now occupied by the Library of St. Ignatius has been built before 1923. Formerly, it had become a kind of dormitory and a place of learning for the study of Catholic theology and the task given by the Catholic Church. From here is also formed a working group of the Catholic. From this working group study, books had been collected. Finally, the house of learning had become a new branch from the Netherlands, which at that time still had occupied Indonesia. Because it was the study of indigenous peoples at the time, which was initiated by the Netherlands, the Dutch donated its books to the house of study, which eventually formed the Library of St. Ignatius.

The threat of the second world war at that time made the position of the library of Kolsani faced a bit difficult because it was occupied and used as a base camp by civil authorities of Japan. Books that were originally the collection of the Library of St. Ignatius disappeared. However, after the end of the war, the Library of St. Ignatius found back its missing books.

Library of St. Ignatius was led by Bernhard Kieser, a citizen of a foreign country, from German. By his staff, he was called as Romo Kiesar. Initially, Romo Kiesar came to Indonesia in 1972 not to work in this library, but, he is working as a lecturer in the Faculty of Theology, University of Sanata Dharma. As time went on, he got the task of Sanata Dharma University to pay attention to this library. Other than Bernhard Kiesar, there are also eight staffs who assisted him in the various fields that exist in the library, such as inventory, cataloging, circulation, and maintenance.



Organizational Structure of The Library of St. Ignatius Yogyakarta

Collection and Management of Preservation

a. Library Collection

Library of St. Ignatius provides 250,000 copies of library materials in printed form, journal by 130 titles, and seminary around 100,000 copies. For the collection of non-print, according to the speaker, the library does not provide. The library of Kolese St. Ignatius does not have a rare collection or library materials which are considered ancient. This is because they do not want to make differences between collections belong to them. In fact, that the library has a collection that is singled out in the wardrobe a while, which is separated from other collection. In this collection, there are some manuscripts, that are very old, whose age is 300 years, and those manuscripts are still made of palm leaves. However, the amount does not reach 50 copies. The collection belongs to the library accidentally and finally it has to take care of them.

The library of the Kolese St. Ignatius uses closed system, where users can search for information about the books they want in its OPAC (Online Public Access Catalogue) that provided by the library. They are asked to write the titles down on paper booking and give them to librarian, then the librarians will get wanted library materials in the stage room (warehouse) at the lower ground floor of the library. After that, the librarian brings to users.

Library of St. Ignatius consists of three floors, where the room of the library service is located on the first floor and storage warehouse is located on the basement floor. Whereas, the third floor is a room provided for library materials if the basement floor is full or it is fit for the addition of library materials. The third floor is closed for public.

The process of cataloguing library materials has begun since the beginning of the library materials entered into the library. The library materials which enter to the library will be directly recorded in the inventory book of the library. Recording is done in two ways, manually and computerized. This is done in order to avoid the occurrence of data loss on one of the inventory files, whether it they are books or files stored in the computer

b. Management of Collection Preservation

Basically, the management of the existing collection at the Library of Kolsani has no planning or organization that regularly from the library. Such activities of preservation are routinely carried out by the employees. There is no guidance or special supervision from the head of the library and outside parties. Preservation of library materials is the responsibility of the librarians who work there. Before becoming librarians, prospective librarians are already given training by their predecessors. The rotation of the librarians in the library of

Kolsani arguably rarely implemented. Until this time, the librarians working and active there have been working for 20 years. The library of Kolsani gives special attention to 4 things: (1) Material collection in the library should be maintained in accordance with its place (continuously controlled, including on the part of the circulation); (2) The damage occurs in the material collection (binding loose, paper tears, etc.) are directly corrected or repaired; (3) The cleanliness of the materials collection should always be maintained; and (4) Temperature and humidity should be always controlled.

b.1 preventive preservation

In the library of Kolsani, its management has been doing preventive actions through cleaning books periodically using a small broom special. Cleaning is done every day by two staffs of the library during two hours. It is planned that during a period of three years, the process of the cleaning will include all of the library collections. The library of Kolese St. Ignatius does not make the process of weeding. They save their books that have been damaged in a large closet as way store the books. The treatment is done to the material collection of this printed collection periodically. The temperature of the library room is set to 26 degrees celsius and room humidity are set according to the proper humidity, i.e. 62 Hg. Lighting in the library of Kolsani is not from light only, but also utilizing a window - a large window that was there. This library maximizes the use of sunlight. In order to reduce the radiation of the ultraviolet rays of books, this library use curtains, as well as do not put library materials close to the window.

b.2 Curative Preservation

In this library, the activities of curative preservation done are to do fumigation regularly to its library materials. The books of the library that will be fumigated are going to be put in a box outside the room, then spray with liquid inhibiting fungi, and allowed to stand for approximately a few days, then library materials are removed from the box. After that, the collection can be put back into the display shelf. In addition, from 2 to 3 months, the indoor storage of library materials is also given the borax.

b.3 Restorative Preservation

Restorative action is performed when library materials were damaged quite significantly. So, it should be pulled from the display wardrobe, and repairs done by the librarian on duty. In the library, collections that are damaged will be directly carried out the repair, while the repair itself can not be ascertained will end how long because there is not a special officer who is responsible for the repairment of library materials. The librarians at the circulation do it. They are doing double work. If there are no users who come to him, then the preservation activity will be done by those librarians. In another words, they will move to another job when the uses come to them. They are responsible for all jobs in the library, and they are accustomed to be having a priority in all kinds of services.

Conclusion

The library of the Kolese St. Ignatius Yogyakarta or commonly called the Library of Kolsani. It is the library of the monastery, a friar and brother of the society of Jesus, studying theology, and is also one of the private library, non-university in the Province of D.I. Yogyakarta. The library is located at Jl. Abu Bakr Ali No. 1, Kotabaru, Gondokusuman, Yogyakarta, D. I. Yogyakarta. The position is located at the edge of the road, on the east side of the Toko Puskat.

The building is now occupied by the library of Kolese St. Ignatius which has existed since 1923. Formerly, it was the house that became a kind of dormitory and a place of learning to study Catholic theology. Library of Kolese St. Ignatius was under the responsibility of Romo Kieser, a German foreign resident who also became a lecturer at the Faculty of Theology of Sanata Dharma University.

Library of Klese St. Ignatius has a quite lot of collection, 250,000 copies of library materials in printed form, journal by 130 titles, and seminary around 100,000 copies. According to informant, the library of Kolese St. Ignatius does not provide in the form of non-print. They just provide a collection in printed form. In addition, the Library of Kolese St. Ignatius uses closed access system. It also performs its maintenance and/or

preservation activities periodically. As can be seen on such activities as giving borax to collection, conducting fumigation, as well as setting the temperature and humidity of the room.

In daily life, this library does not have written policies of preservation management. According to informants, these activities have become the responsibility of the librarian and library staff that work there. Before regarded capable to work, the librarians are given training about how to care of library. In addition, the rotation of the library staff in the organizational structure, the library very rarely implements the system of rotation. The case at this library, the librarians who work there have been working for twenty years. In such situation, the management of preservation can be regarded a quite good in the context of implementation of the preservation management.

Suggestion

Presevasi and conservation in the Library of Kolese St. Ignatius are quite good. It is hoped that it can be continuously improved. Also, it needs that the library is important to have collaboration with other libraries or related institutions to develop its model of preservation management encountering its rich and old collection. The library also needs to provide written policies for its preservation activities in order to make easier for their librarians to work referring to the policy.

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